

# WORK EXPERIENCE FOR SCHOOL STUDENTS PROCEDURE

## SCOPE

This procedure applies to all staff of the University herein collectively referred to as 'you' for the purpose of this procedure.

For the purpose of this procedure, references to 'the University' include Monash University Australia ('us', 'our' or 'we').

This procedure does not apply to University students (including Monash University students) undertaking work-integrated learning (WIL), such as placements, industry projects or internships.

## PROCEDURE STATEMENT

The University accepts secondary school students ("student") for work experience placements to provide them with insights into the University as a workplace. This procedure outlines the process for arranging a work experience placement at the University.

### 1. Overview

- 1.1 Work experience placements enable students to obtain work experience as part of their secondary schooling, explore career options and develop employability skills to support future job opportunities.
- 1.2 Work experience placements will normally only be approved in operational areas of the University. The University is committed to outreach education and recognises that in certain circumstances, it may be appropriate to conduct a work experience placement outside an operational area. In such circumstances refer to the relevant [HR Business Partner](#).

#### Eligibility for a work experience placement

- 1.3 A work area may accept a student for work experience if the following eligibility criteria are met:
  - the student's school principal has provided written support for the placement (in accordance with Section 2 – Planning for a work experience placement);
  - the student must be over the age of 14 years;
  - the student must be in at least the second year of secondary schooling; and
  - the student must have the written consent of a parent/legal guardian (in accordance with Section 2 – Planning for a work experience placement)
- 1.4 A work area may only consider a work experience placement for a student over the age of 21 years:
  - if the student is returning to school after a period away from study or;
  - if the student is classified as a refugee and has had little exposure to the workplace or to work culture.

#### Conditions for a work experience placement

- 1.5 A work area must ensure the work experience placement is undertaken in accordance with the [Ministerial Order 382 – Work Experience Arrangements](#) (the "Ministerial Order"), which includes (but is not limited to) the following conditions:
  - a ratio of three full-time staff to one work experience student;
  - a student must not be placed for more than 40 days during any school year and not more than 10 days during any school term;
  - the placement days must fall within the school year;
  - a student must only attend during the ordinary working hours for a standard 7.35 hour working day (i.e. 8.45am to 5.06pm); and
  - a student must not attend beyond a time which is ten hours before the start time of a work experience day or a school day, which the student is expected to attend.
- 1.5.1 Any variations to the above conditions must comply with the Ministerial Order. For advice on such variations, contact the relevant HR Business Partner.

## 2. Planning for a workplace experience placement

- 2.1 The work area is responsible for responding to, and managing enquiries from career advisers, teachers, principals, students or parents in relation to work experience.
- 2.2 The work area may nominate an individual staff member to plan and coordinate the work experience arrangement.

### Complete the relevant forms

- 2.3 Before the start of the work experience placement, a [Work Experience Arrangement Form](#) must be completed and signed by the work area, the student, the student's parent/legal guardian and the school principal.
- 2.4 The completion of the [Work Experience Arrangement Form](#) assures the student's school principal that the work area will comply with the Ministerial Order provisions, including (but not limited to):
  - the health, education and moral and material welfare of the student will not suffer from the proposed arrangement;
  - the student will not be subjected to any form of exploitation, harassment or unlawful discrimination in the course of the proposed work experience; and
  - the proposed work experience is not prohibited employment within the meaning of the Child Employment Act 2003.
- 2.5 Where the student is under 15 years of age, the following must also be completed and signed by the work area, student's parent/legal guardian and the school principal, before the start of the work experience placement:
  - a [Risk Assessment Form](#); and
  - a [Child Employment permit](#).
- 2.6 Where it is proposed that the student undertake travel or stay in accommodation other than their normal place of residence, a [Travel and Accommodation Form](#) must be completed, before the start of the work experience placement.
  - 2.6.1 Where the student is under the age of 18 and it is proposed that they stay in accommodation in accordance with 2.6 above, the parent/legal guardian (or an adult listed in the Travel and Accommodation Form) must accompany the student for their stay.
  - 2.6.2 A Victorian student who is a child (under 15 years of age) must not be allowed to undertake work experience interstate.
- 2.7 An OHS Risk Assessment must also be completed in [SARAH](#) for all work experience arrangements, in accordance with the University [OHS Risk Management Procedure](#).

### Student safety

- 2.8 Staff interacting with individuals under the age of 18 years must do so in accordance with the University's [Child Safe Standards Framework](#).
- 2.9 If the student is under 15 years of age, all staff who will have direct contact with the student, must hold a valid [Working with Children Check](#). Refer to the [Working with Children Checks procedure](#) for further details.
- 2.10 All students participating in a work experience placement that is undertaken in Victoria or in a reciprocating state are covered under the WorkSafe Insurance Policy held by the Department of Education and Training (State of Victoria).

### Planning activities and for their commencement

- 2.11 Students should be given tasks which can develop skills and knowledge of the work area. If the school or student requests that the work experience placement consist of specific activities, the work area will determine if the request can be accommodated.
  - 2.11.1 Tasks and activities must not place the student's health and safety at risk.
- 2.12 A plan of the activities to be undertaken in the work experience placement, should be noted in the [Work Experience Arrangement Form](#) or in a separate document, for noting by the principal of the student's school.
- 2.13 The nominated supervisor must also arrange the following as relevant:
  - provision of security access (e.g. building access); and
  - provision of IT access via completion of [Application for SAP ID form](#) (if relevant).

### 3. During a work experience placement

- 3.1 The parent/legal guardian or student (where the student is 18 years of age or over) is responsible for the student's transport to and from the workplace.
- 3.2 On the first day of the work experience placement, the nominated supervisor will orientate the student into the work area. This must include:
- an induction to the work area and any training as required (for example, [local area OHS induction](#)) with local records retained;
  - completion of any relevant confidentiality agreements;
  - a briefing on workplace conduct and compliance expectations, such as privacy and professional behaviour requirements; and
  - information on relevant [University policies and procedures](#).
- 3.3 If the student engages with any University information technology resources, the nominated supervisor must ensure their usage is in accordance with the University's [Information Technology Acceptable Use procedure](#).
- 3.4 The nominated supervisor will provide support and direct supervision to the student and is responsible for ensuring:
- the welfare and safety of the student; and
  - that the work environment is non-discriminatory and harassment free.
- 3.5 If an injury to, or incident involving, the student, the nominated supervisor must immediately notify the Head of Unit and follow the process outlined in the [Managing OHS Hazards and Incidents Procedure](#). The injury or incident must also be reported in [SARAH](#) in accordance with the [Managing OHS Hazards and Incidents Procedure](#).
- 3.6 The school principal (or their representative) will be permitted to access the workplace during the work experience placement. Any visits should be arranged and agreed between the nominated supervisor and the school principal (or their representative).

#### Payment

- 3.7 In accordance with the [Education and Training Reform Act 2006](#), the student must receive a minimum of \$5.00 per day as a cash payment, to contribute to their expenses such as daily travel and incidental costs incurred. If a work area wishes to provide the student with an amount more than \$5.00, contact the relevant HR Business Partner.
- 3.8 To pay the student(s), the work area may obtain cash through:
- a local petty cash float, if the total amount to be paid is less than \$500; or
  - a cash in advance request via [Concur](#), if the total amount to be paid is \$500 or more.
- 3.9 The petty cash reimbursement or cash in advance request must include the following details:

Question Field	Response
<i>Name</i>	Student Work Experience Cash Request
<i>Amount</i>	The total amount in dollars
<i>Purpose</i>	The number of students, duration of the placement and the daily rate to be paid
<i>Cash Advance Comments</i>	Relevant cost centre, fund and GL code
<i>Travel Start date</i>	Start date of work experience placement
<i>Travel End date</i>	End date of the work experience placement
<i>Requested Disbursement Date</i>	Date the cash is required.

In addition, the work area must complete a [Cash in Advance Acquittal Spreadsheet](#) and attach in Concur, when acquitting the cash advance. For further information on this process, refer to [Organise a cash advance](#).

- 3.10 Students aged 18 and over will be required to provide a tax file number, tax will be withheld and a Payment Summary issued. Contact Monash HR for further advice.
- 3.11 If the student is under the age of 18 and receiving \$5.00 a day, the Australian Taxation Office does not require a tax file number or tax return from the student and we do not have to issue a Payment Summary to the student.
- 3.12 The student may donate the payment back to us with the written consent (included in the Work Experience Arrangement Form) from a parent/legal guardian.

## 4. Completion of a work experience placement

- 4.1 The nominated supervisor may assess the student against any required school assessment criteria and communicate the results to the school contact.
- 4.2 At the end of the work experience placement, the nominated supervisor:
- should debrief with the student on:
    - the key learnings from the work experience;
    - careers related to the work area and general career planning; and
    - any feedback that could be applied to future work opportunities.
  - must ensure any University property is returned by the student; and
  - must cancel any IT or security access provided to the student.

## 5. Breach of procedure

- 5.1 The University treats any breach of policies or procedures seriously. The University encourages reporting of concerns about non-compliance and manages compliance in accordance with the applicable [Enterprise Agreement](#), relevant instrument of appointment and/or applicable contract terms. A failure to comply with policies, procedures and schedules may result in action by the University. Such action may include disciplinary and other action up to and including potential termination of employment for employees and cessation of other engagements for other persons.

## DEFINITIONS

Child	For the purposes of this procedure means a person under the age of 15 years of age.
Direct supervision	Where a supervisor is in sight and sound of the student, at all times while the student is undertaking work related activities as determined under the work experience placement.
Head of Unit	Means the head of an academic or organisational work unit, for example, Head of School, Head of Department or where applicable, a person acting as their nominee;
Nominated supervisor	For the purposes of this procedure, is a staff member who is responsible for supervising a work experience student.
Operational area	Refers to work functions of the University that employ staff to perform primarily, office-based or administrative work. Examples include, but are not limited to Marketing, Finance or Human Resources.
School	For the purposes of this procedure, means a registered secondary school in Victoria.
School year	In respect of any school means that portion of the year beginning with the first school day of the year and ending with the last school day of that year.
Staff member	For the purposes of this procedure is a person employed by the University under the terms of the relevant <a href="#">Enterprise Agreement</a> and who has authorisation for supervision.
Student	For the purposes of this procedure, refers to a person who is enrolled in or attends classes at a secondary school in Victoria.
Work experience arrangement	A written agreement between the University, a school student, their parent or guardian and the principal of their school, outlining the details of a work experience placement.
Work experience placement	A short-term placement of a secondary school student with the University.

## GOVERNANCE

Parent policy	<a href="#">Recruitment and appointment</a>
Supporting procedures	N/A
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Working with Children Checks</a></li> <li>• <a href="#">OHS Risk Management</a></li> <li>• <a href="#">Managing OHS Hazards and Incidents</a></li> <li>• <a href="#">OHS Induction and Training</a></li> <li>• <a href="#">OHS Roles, Responsibilities and Committees</a></li> </ul> <p><b>Other supporting information</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Applying for a Child Employment Permit Website</a></li> <li>• <a href="#">Frequently Asked Questions – Child Employment Legislation and Work Experience</a></li> <li>• <a href="#">Risk Assessment Form</a></li> <li>• <a href="#">Travel and Accommodation Form</a></li> <li>• <a href="#">Work Experience Arrangement Form</a></li> <li>• <a href="#">Work Experience Guidelines for Employers</a></li> <li>• <a href="#">Work Experience Manual</a></li> </ul>
Related legislation	<ul style="list-style-type: none"> <li>• <a href="#">Education and Training Reform Act 2006</a></li> <li>• <a href="#">Education and Training Reform Act 2006 – Amended Ministerial Order 382 Work Experience Arrangements</a></li> <li>• <a href="#">Worker Screening Act 2020 (Vic)</a></li> </ul>
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